

East Penn Youth Wrestling Association (EPYWA) BYLAWS
AMENDED OCTOBER 2015
APPROVED 2015

Article I - NAME & ASSOCIATION

1. The name of the organization shall be the East Penn Youth Wrestling Association (EPYWA).
2. Any children participating in the EPYWA program must be a resident of the East Penn School District.
3. The program is for participants in Kindergarten through 6th grade. Wrestler's eligibility will follow the rules of the Valley Elementary Wrestling League (VEWL).
 - A. EXCEPTION—A wrestler who is Pre K may participate provided that the child's parent or guardian remain at the entire practice or meet and that, at the Coaches discretion, the child is able to assimilate the skills at the same rate as those Beginner Group peers not granted the exception and does not create a distraction to them at the practice or meets. Should the Coaches decide, at any point during the season, that the child granted the exception does not meet these criteria, the child will no longer participate during that season, and the REGISTRATION FEE will be refunded.
4. All participants will abide by the rules of the VEWL and PIAA wrestling rules
5. EPYWA will pay for liability and excess medical insurance of registered participants out of their registration fees.

Article II - PURPOSE

The objective of the EPYWA shall be to teach, within a competitive environment, the fundamental principles of wrestling, along with the rules of the sport and an emphasis on teamwork and good sportsmanship. Advanced techniques and skills training as well as increased conditioning will be included at the higher level teams in this organization.

Article III - OFFICERS

The organization shall consist of the Program Coordinator who will be designated Chairman of the Board, as well as, Program Coach. In addition the following elected officers, who will also comprise the Executive Board. The slate shall be nominated at the March meeting and voted on by a simple majority of the Board at the April meeting for a term of one (1) year. All officers must have been a Board member in good standing for at least one (1) year prior to election. An exception to this requirement will be made if no nomination can be made from the current Board members in good standing. No individual can hold more than one office.

- A. **Chairman** (Program Coordinator/Program Coach) - Responsible for the overall direction of the program to provide a consistent and coherent development of the athletes (e.g. which techniques to drill at which experience level). Presides over the monthly meetings in accordance with the Roberts Rules of Order and shall vote only in the case of ties. The Program Coordinator/Program Coach assigns the Travel Coaches, Exhibition Coaches and Practice Coaches. Shall also, along with the other officers of the executive board appoint committees and special positions. He/She sends out general communications via our web site to wrestling families. The Program Coordinator/Program Coach shall handle unresolved problems between parents and coaches and other unforeseen problems. The Program Coordinator/Program Coach must be an active wrestling coach within the organization.
- B. **President** - Shall preside over monthly meetings in the absence of the Chairman. Shall act as Fundraiser Coordinator, where he/she will solicit the manpower needed to organize the fund-raiser (beginning in the July time frame). The president will also be in charge of organizing the end-of-season banquet in addition to arranging for the photos that are taken every year of wrestlers. The president shall organize recruitment and development of committees (ex: banquet, spirit/recognition, clean-up crew).
- C. **Vice President** - Shall preside over monthly meetings in the absence of the Chairman and President. Shall organize the concession stand for all home matches and competitions including purchasing the food, drink, candy and scheduling volunteers. Vice President shall assist President with organizing recruitment and development of committees (ex: banquet, spirit/recognition, clean-up crew).
- D. **Secretary** - Shall record all minutes of monthly meetings, report on the review of the prior meeting's

minutes at monthly meetings, and handle the various correspondence that is distributed throughout the season. Secretary shall serve as uniform coordinator – distributing uniforms at beginning of season, changes as a result of wrestle-offs and returns of the uniforms at the end of the season.

E. **Treasurer** - Shall handle all financial transactions approved by the board and work closely with the President and Vice President on the fund-raiser, banquet and concession stand. The treasurer will maintain an annual budget per section XIV of these bylaws. In addition, the treasurer leads the registration process, including checking registration forms, securing birth certificates and updating Program Coordinator on registration status.

Article IV - BOARD MEMBERS / ORGANIZATION

1. The Board will be limited to thirty (30) members not including officers. Candidates for the Board shall be elected by a simple majority of the Board for a term of two (2) years via the "Voting Process" described in #2 below. A board member is in good standing if they meet the criteria of "A" and "B" below.

A. Board member qualifications shall be someone who can sacrifice time, energy and work for the good of the organization. Persons of integrity, with an attitude of making the organization better for the good of ALL the children and future children involved.

B. Any Board member who has missed two (2) unexcused, consecutive meetings will receive a warning from the Program Coordinator. Any Board member who has three (3) unexcused consecutive meetings is automatically removed as a member of the Board, including Executive Board members. "Excused" means calling or emailing a board officer prior to the meeting. Any Board member who has missed four (4) of the last eleven (11) meetings will receive a warning from the Program Coordinator. Any Board member who has missed five (5) of the last eleven (11) meetings is automatically removed as a member of the Board, including Executive Board members. Exceptions to (IV.1.B) will be made in the event of extenuating circumstances, by the executive board.

2. Voting Process. Prior to the March and September meetings, names shall be presented of all candidates who want to join the board. Candidates for the Board shall be elected by a simple majority of the Board for a term of two (2) years. Board members will be elected at the April and October meetings. Current board members seeking re-election shall be voted on separately as Approve or Disapprove. New candidates shall be voted on, restricted to the number of remaining openings per below example.

A. Example. There are 8 board members with one year remaining, 13 board members seeking re-election, and 13 new candidates seeking election for the first time. The 13 board members seeking re-election shall be voted on first as approve/disapprove. If all were approved there would be 4 new board positions open and the current board may only approve 4 of the 7 new candidates per ballot. Each of the current board would select 4 of the names. The top 4 new candidates receiving the most votes are elected to the board. If any current board members seeking re-election were not approved, then additional new candidates will be elected based on the next highest vote until 30 positions are filled. If there is a tie among new board members for the final position(s), then an immediate vote among those who are tied will be redone to determine the final board member/s by all current board members not elected for the first time on this day. The final tie-breaking decision if the vote remains tied would be done by the executive board.

3. In order to vote on all motions, purchases, elections, bylaw proposals, etc. a quorum must be present. A quorum shall consist of at least 1/3 of the total Board members and 3/5 of the Executive Board members.

4. A simple majority will consist of 50% plus one (1) of the Board members attending the meeting.

5. The Board shall enforce all penalties for any violations of the Bylaws.

Article V - COMMITTEES / SPECIAL POSITIONS

1. Committees can be called for by the Executive Board and appointed by a simple majority vote of the entire board. Standing committees include but are not limited to the following:

A. Registration Recruiter shall be a board member who will handle the printing of any flyers and coordinating any advertising efforts. He/she also organizes the sign up at the High School, Youth Football practices, or other potential sites.

B. Uniform Coordinator Assistant* shall coordinate the distribution of uniforms at the beginning of the season, changes as a result of Wrestle-Offs and return of the uniforms at the end of the season.

*Not necessarily a Board member. Can be a parent fulfilling his/her responsibility to volunteer their time as part of the registration requirement.

Article VI - COACHES

1. Definitions

A. Program Coach – See Article III. A. for description and role of Program Coach.

B. Travel Coaches (Varsity and Junior Varsity Coaches) - Coaches that are assigned to specific teams for competitive meets. There will be one coach assigned to the Varsity and one to the Junior Varsity of each team, as well as any number of assistants.

C. Exhibition Coaches – A lead exhibition Coach will be assigned to coordinate the Friday night exhibition matches and Exhibition tournament/s. The assistant Travel Coaches and Practice Coaches will be responsible for staffing and coaching the Exhibition matches (including Fri night matches and weekend wrestling before the V/JV matches) as well as any exhibition tournaments.

D. Practice Coaches - Coaches that train the athletes during the weekly practice session. There will be one head coach each for the Beginner, Intermediate, and Advanced level wrestlers, as well as any number of assistants.

E. A coach from each team will act as league representative to the VEWL and shall attend VEWL meetings and give a report at the EPYWA meetings. An additional coach shall be appointed as alternate for each team and shall attend the VEWL meeting in the absence of the league representative. If possible, these should be the Program Coach and Travel Coaches, respectively.

2. General

A. Pennsylvania State Police Background Check - All coaches must have a Pennsylvania State Police Background check on file. The Program Coordinator will maintain this file and will have forms available for filing. EPYWA will pay the cost of performing the background check. Coaches must have this completed before they are able to assist with any practice, meet, competition, etc.

B. Pennsylvania Child Abuse History Clearance - All coaches must have a Pennsylvania Child Abuse History Clearance on file. The Program Coordinator will maintain this file and will have forms available for filing. EPYWA will pay the cost of performing the background check. All missing background checks are to be mailed to the Department of Public Welfare after the processed Pennsylvania State Background Checks have been returned to the Program Coordinator. Coaches must have this completed before they are able to assist with any practice, meet, competition, etc.

C. FBI Clearance – All coaches that have lived outside of the Commonwealth of Pennsylvania in the last 10 years must also complete a fingerprint based federal criminal history (FBI) submitted through the PA State Police or its authorized agent. EPYWA will pay the cost of performing the background check.

D. Code of Ethics - As well as adhering to the EPYWA and VEWL Bylaws, coaches will ensure they maintain the highest standard of ethics and familiarize themselves and abide by the rules of the NFHS Wrestling and PIAA Wrestling.

E. Expulsion or Suspension - Expulsion or suspension will be handled by the program coordinator and the executive board. If requested, the implicated individual can petition the EPYWA Board for reconsideration. The expulsion or suspension will then be determined by a simple majority vote. A coach may be expelled or suspended for any of the following reasons:

- i. Substantial Violations of the EPYWA or VEWL bylaws, especially if it brings a negative reflection on our program.

- ii. When their actions are unsportsmanlike or detrimental to the EPYWA
- iii. Use of illegal substances while involved in an EPYWA activity.

Article VII - DISBANDMENT

Should the EPYWA ever disband all money and property accumulated by the EPYWA until the time of disbandment shall be held for a period of one (1) year. If no reorganization takes place within that time, all property shall be sold and then all moneys turned over to Emmaus HS Wrestling Booster club.

Article VIII - MISCELLANEOUS

1. Anything not covered by the bylaws will be left up to the sole discretion of the Board by a vote of the simple majority.
2. Any controversial issues requiring a Board vote will be discussed and all board members will be notified in writing through the Minutes prior to an actual vote. An issue will be considered controversial if more than one third (1/3) the members present vote to table the issue. The issue may only be tabled once and then is to be voted on at the next meeting. Bylaw changes are handled elsewhere.

Article IX - PURCHASING

1. All purchases must be approved by the Board. Any additional purchases between monthly Board meeting must be approved by three (3) Board members and either the Program Coordinator, President, or Vice President. These purchases shall not exceed two hundred dollars (\$200.00) cumulative. This excludes incidentals (i.e. postage stamps, copies).
2. A minimum of two (2), with three (3) being recommended, written estimates must be obtained and presented to the Board for approval on all expenditures in excess of two hundred dollars (\$200.00). The Board can suspend this provision for any specific purchase by simple majority vote for items that are only available at a single source (e.g. resurfacing of mats may only be doable at Resilite).

Article X - BYLAW REVISIONS

1. In order to immediately recognize which set of bylaws is the most current, the bylaws will be dated.
2. In order that all members have an adequate opportunity to hear and discuss bylaw proposals:
 - A. Bylaw proposals will be sent out prior to the meeting when the initial reading will occur.
 - B. The bylaw proposals will have an initial reading at the meeting after the proposals were distributed, at which time modifications may take place.
 - C. The bylaw proposal will have a second reading at the meeting following the initial reading. No modifications may be made. At the meeting of the second reading, the bylaw proposal will be voted and accepted by 2/3 majority rule.
 - D. New bylaw proposals may be submitted at any time (i.e. those proposing new Articles)
 - E. Only one bylaw proposal amendment may be in reading at any given time (i.e. modifications to Articles or specific sections of an Article). This is to avoid establishing inconsistent bylaws. During the first reading, if competing amendments are proposed, the board will vote, after a period of discussion, on the final wording for the proposal by a simple majority rule

Article XI - MEETING AGENDA

1. As an appendix to these bylaws, an outline of the monthly meeting agenda will be included in the bylaws, so that members will have an expectation of what is to be discussed.

Article XII - SEASON-ENDING INVENTORY

1. To better coordinate the transfer of responsibilities from the old to the new Board and Officers, and to provide a better overview of what assets we have as an organization, a season-ending inventory will take place, to be presented at the Board Meeting following the banquet.
2. Reports will be issued by:
 - A. The Program Coordinator on equipment and documents in his/her possession.
 - B. The President on left-over fund-raising items (e.g. Power Cards), pictures, awards, and documents in his/her possession.

- C. The Vice-President on left-over concession stand items and any apparel items (e.g. shirts, shorts, sweatshirt, caps, etc.).
 - D. The Secretary on documents in his/her possession.
 - E. The Treasurer on cash assets.
 - F. The Uniform Coordinators on uniforms.
3. Equipment items include:
- A. Mats, Mat trolleys, Scales, Timers, Scoreboards, Ankle bands, Team trophies, etc.

Article XIII - INTERNAL AUDITS

- 1. The Treasurer will present the checkbook, receipts, and bank statements for review by the Program Coordinator and President once a year for review within two weeks after the April bank statement has been received and the check-book balance updated (post-season audit)
- 2. The Program Coordinator and President will report to the Board at the meeting following the results of the review.

Article XIV - BUDGETING

- 1. The Treasurer will keep a running total of the annual expenditures and income.
- 2. During the April to September time-frame, the annual expenditures and income will be reviewed.
- 3. Estimates should be made for costs occurring periodically, such as the cost of uniforms (every 4 years), mat reconditioning, etc.
- 4. The Program Coordinator will provide the number of wrestlers that participated in the previous year (or years).
- 5. The Board will come up with a budget that covers known expenditures, and this will be used to determine the registration fees for participants.

Article XV - PARENT/GUARDIANS

- 1. Parents will be required to sign an EPYWA Code of Ethics and Acknowledgment of Responsibilities.
- 2. The Acknowledgment of Responsibilities will include:
 - A. Parents shall be required to volunteer for 2 Snack Bar Shifts – per child/per season.
 - B. Responsibility for return of uniform in good condition, payment for repairs or replacement (currently on registration form).
 - C. Responsibility for payment of damages not covered by our liability insurance caused by them or their children.
 - D. Responsibility for payment of any fines levied against the EPYWA due to their or their children's conduct.
 - E. They will immediately remove themselves from the premises if requested to do so by a referee, school, or league official.
 - F. They will not bring alcohol or tobacco products anywhere on the school premises (including outdoor property)